

**DETENTION CELL IN-PROCESSING CHECKLIST FOR SOLDIER WHO JUST
COMPLETED COURTMARTIAL (POST-TRIAL PRISONER)
(Ensure Military Police receive all paperwork listed below)**

- ❑ Memorandum from the unit commander requesting use of the detention cell.
- ❑ Copy of memorandum for the dining facility requesting meals for dates the prisoner will be held in the detention cell.
- ❑ **Original** DD Form 2707(Confinement Order), ensure blocks 1a-10d are completed and original signatures are in blocks 7b, 8b, and 10b.
- ❑ Ensure first guard shift is present, if not, unit escorts must contact unit guard NCOIC/OIC.
- ❑ Escort NCOIC/OIC inventories the prisoner's personal property. Any items (i.e. wallet, money, civilian clothes, bdu's...) not on detention cell packing list will be returned to unit escorts. If escort team does not have all items on packing list, the prisoner will not be housed in the D-cell until those missing items are obtained.
- ❑ Once all paperwork and packing list is present and has been checked, the receiving MP will fill out blocks 11a-e on **Original** DD Form 2707(Confinement Order).
- ❑ Ensure guards fill out D-Cell Prisoner information board. Have guards put prisoner's clothing in a footlocker outside the cell.